| Department of Public Health and Human Services | Section: APPLICATION PROCESS |
| TANF CASH ASSISTANCE | Subject: Reports and Data Collection |

Supersedes: FAIM 105-1 (01/01/04)

References: 45 CFR 265.3 & .9; ARM 37.78.102

GENERAL RULE -- Federal and state authorities require collection of program and participant data. To have this information available on TEAMS for reporting purposes, specific information must be collected.

Data is entered in specific fields on various TEAMS screens. Much of this information will not affect eligibility, but the information must be entered accurately. The initial registration of the application will usually address many of the required data elements. The data must be reviewed at each redetermination.

NOTE: When household changes occur, the appropriate TEAMS screens must be updated. For example, a two parent unmarried household gets married, in addition to changing the participant's name on CLIM, remember to update the relationship field on SEPA and marital status field on ETMT.

The following is a list of information needed for reporting purposes.

NOTE: See TEAMS Quick Reference Guide or press F1 for assistance with appropriate coding.

Screen **Required data**

INDA   The RELOCATION REASON field must indicate why the applicant moved to MT if moved within the last 12 months.

The RESIDENCY LENGTH field must indicate how long the applicant has lived in MT.

SEPA   The REL field must indicate the individual's **relationship to the PI.** The relationship should be the same for all programs. The relationship field is month specific (i.e., changing the coding in the current month will not effect the coding in the previous months).

NOTE: If the individual is not related (NR) to the PI and is an adult included in the TANF

household, he/she must be coded as a parent on PACR.

The ADULT CHILD field indicates whether the individual is an adult, teen parent, or child. This field affects the individual's timeclock and the FIA/EP. The adult/child field is month specific and cannot be changed retroactively. For policy on the correct use of the adult/child codes see TANF 201-1.

The PARTIC CODE field must indicate the individual's involvement in the case.

NOTE: Remember that children who are receiving SSI should be coded 'SC' and adults who are receiving SSI should be coded 'OU'.

A PTP must be entered in the EXEMPT CODE field for a teen parent living independently (coded I) who is in compliance with his or her FIA/EP. This code will prevent the individual's timeclock from ticking.

PACR   The POA number of all natural or adoptive parents who are living in the household and who are coded 'IN' or 'DQ' on SEPA must be entered in the PARENTAL CONNECTION field on PACR for each child (coded 'C', 'N', 'F', 'T' or 'U' in the adult child field on SEPA).

NOTE: The relationship between stepparents and children is **not** collected on PACR. If the stepparent is the 'PI', this information is collected with the (stepdaughter or stepson) 'ST' relationship code on SEPA.

When a parental connection does not exist for a child in the household (e.g., caretaker relative grant), the worker must enter 00's in both enterable fields.

When a natural or adoptive parent is living in the household, but is coded 'OU' due to receipt of SSI, the worker must enter a 'Y' in the CARETAKER RELATIVE field.

ETMT   The marital status of each participant must be entered in the MARITAL STATUS field.

CODE	DESCRIPTION
DV	Divorced
MA	Married and living together or would be living together if circumstances did not prevent it. Consider themselves an intact family.
NM	Never Married
SE	Separated - married but not living together by choice. Do not consider themselves an intact family.
WI	Widowed

The ethnicity of each participant must be entered in the ETHNIC field.

CODE	DESCRIPTION
HL	Hispanic/Latino
NH	Non-Hispanic/Latino

The race of each participant must be entered in the RACE field. Up to five different races may be entered for each participant.

CODE	DESCRIPTION
AI	American Indian or Alaska Native
AS	Asian
BL	Black or African American
PI	Native Hawaiian or Pacific Islander
WH	White

If the participant has the race code of AI, the tribal code should be entered in the TRIBE field if the Indian enrollment number is also entered.

DEPR   The reason each child is deprived of parental support must be entered in the AF CAUSE field for each minor child who is coded 'IN', 'DQ', or 'TR' on SEPA.

NOTE: The reason may be different for each child in the home.

EXAMPLE: Two parent household with one child in common. Mom also has two children from previous relationships (one from a former

marriage the other from a former boyfriend). The deprivation codes would be as follows:

Child in common	UP or IC
Mom's child from marriage	DE, DV or SP
Mom's child from boyfriend	DE or SP

CODE	DESCRIPTION
DE	Deceased
DV	Divorced
IC	Incapacitated (only used for a two parent household)
SP	Separated, Never Married, or Unknown
UP	Unemployed or Underemployed Parent (only used for a two parent household)

SSDO The education status for each TANF cash assistance participant sixteen (16) years of age or older who is coded 'IN' on SEPA must be entered in the EDU STS field.

The education level (highest grade completed) must be entered in the EDU LVL field for each TANF cash assistance participant, coded 'IN' on SEPA.

Education level and status information is not required for individuals coded 'OU' or 'UB' on the SEPA screen unless they are the caretaker relative of a minor child receiving assistance (coded 'Y' on the caretaker relative field on PACR). If the individual's participation changes to 'IN', go to SSDO and enter the appropriate education level code.

Because the "highest grade level completed" changes for most primary and secondary school students, in June of each year, TEAMS will automatically increment the education level entered for cash assistance participants to the next highest grade level as follows:

a. The education level of all participants over six (6) years old and those under eighteen (18) years old will be automatically incremented to the next highest grade level 02 through 12.

b. Education levels will only be incremented for individuals with a numeric code (01 - 11) entered on SSDO. The education level for children with alpha codes (HS - head start; KI - kindergarten; PS - pre-

school; and NS - not in school) will not be auto-incremented by TEAMS. The education level for these individuals must be updated yearly by the Eligibility Case Manager.

c. The education level of participants under six (6) years or over eighteen (18) years of age will not be incremented.

Eligibility Case Managers must review education level and status data after TEAMS increments education level data in June to correct any erroneous data. In addition, education level and status must be reviewed for all TANF cash assistance participants at the yearly redetermination review.

EXPE   A 'P' (Public Housing) or an 'R' (Rent Subsidy) must be entered in the SUBSIDIZED field if the participant receives housing assistance.

The provider type (PROV TYP) field is a mandatory field for TANF cash assistance cases receiving the childcare disregard (i.e., has a 'DA; or 'DC' childcare expense on EXPE). The appropriate provider type must be entered for each child.

NOTE: When the participant is receiving Block Grant Child Care assistance, the code is **always** BLG.

When a child receives care from more than one provider, enter the provider type code for the primary care provider. TEAMS will not allow more than one provider type code to be entered for each child.

NOTE: Remember to update this field when the household's childcare arrangements change. It should also be reviewed each year at redetermination.

LICENSED CHILD CARE

CODE	**DESCRIPTION**
HDC	In-home day care
FDC	Family day care home
GDC	Group day care center

DCC   Day care center

LEGALLY UNREGISTERED AND ALL OTHER CHILD CARE PROVIDERS

CODE	DESCRIPTION	
LHR	In-home day care	Relative
LHN	In-home day care	Non-Relative
LFR	Family day care home	Relative
LFN	Family day care home	Non-Relative
LGR	Group day care home	Relative
LGN	Group day care home	Non-Relative
LDC	Day care center	

BLOCK GRANT

CODE	DESCRIPTION
BLG	Block Grant Recipient

EXPD   A decrease reason code must be entered in the DECREASE REASON CD field when the grant amount decreases.

CODE	DESCRIPTION
CSD	Obligated Child Support Decreased
DCD	Dependent Care Deduction Decreased
HHC	Household Composition Changed
INC	Income Increased
IPV	Intentional Program Violation
OPC	Overpayment Claim Being Withheld
SAN	Sanction

AFED   The reason for denial or closure must be entered in the DENIAL CLOSURE REASON field.

CODE	DESCRIPTION
CNM	TANF extended benefit criteria not met
CSE	Child Support exceeds standard
DTH	Death of individual
EMP	Employment and income is unknown or does not cause the household to exceed standards
FDA	Fugitive felon/drug felon/non-qualified alien
FIA	Failure or refusal to negotiate a FIA/EP
FTC	Failure to comply
IEN	Earned income exceeds standards

		LAP	Unable to locate or loss of contact
		MAR	Marriage
		MOV	Move from County/State/household
		NEC	No eligible child in the home
		OBE	Other Basic Eligibility
		REL	Resources exceed limit
		ROR	At participant's request (closure code only should not be used to deny an application)
		SAN	Sanction
		TLE	TANF time limits exhausted
		TPA	Teen parent not residing in an approved setting
		TPC	Transfer to Tribal TANF program
		UIN	Unearned income exceeds needs
		WDR	Application withdrawn (denial code only never used as a closure code)
≥	EMAA		The expense types and dollar amounts of Emergency Assistance hard services are entered. Only the expense type 'SO' is entered for soft services. Do not enter an amount.

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